

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-162 **Issue Date:** 08-04-16 **Closing Date:** 08-10-16

Special Projects Coordinator
Behavioral Health Services
Department of Human Services
Hourly Wage: \$18.58/Regular/Full-Time

Responsible for designing the evaluation process as described in the grant. This will entail participation in the design process suggesting measures that are needed and then being responsible for the timely gathering and analysis of the data. Also coordinated consortium meetings between programs to provide status reports, implementation plans and community collaboration. Coordinate special events, trainings and curriculums that pertain to project scope of work.

Knowledge, Skills and Abilities:

- Knowledge of conducting program evaluations and measurements for research progress and outcomes.
- Knowledge working with tribal programs and non-tribal organizations and articulating program needs verbally or in written form.
- Knowledge to demonstrate strong written skills; in interviewed interviewee may be asked to write a report or document by the Program Director.

General Recruiting Indicators:

- Minimum of an Associate of Arts Degree with a concentration in Mental Health, chemical dependency, social work or public administration and at least 5 years of job related experience with direct service with clients/patients in a social work field. Work field must have community organization work experience and must have high skill level writing abilities. OR the demonstrated experience and ability to successfully complete the required duties of the position.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment criminal history background check.
- Must possess a valid Washington State Driver License with the ability to obtain a valid Yakama Tribal Drivers Permit.